

State of Alaska FY2003 Governor's Operating Budget

Department of Administration Property Management Component Budget Summary

Component: Property Management

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Component Mission

Maintain the State's inventory control system by providing effective and efficient management of Executive Branch assets statewide. Develop, implement, and enforce State property control and accounting policies and procedures; assist State agencies in managing their property and operate the State's surplus property disposal and federal surplus property programs.

(Mission statement for this component was not provided in CH90, SLA2001).

Component Services Provided

State Property Accountability

Assist agencies to maintain the most accurate and effective management system for property control.

- Provide guidance and direction including training, development of procedures, and accountability reviews.
- Maintain a billion-dollar statewide inventory system.
- Develop standardized property accounting procedures to provide physical count and evaluation of personal property assets.
- Assist agencies to provide accurate inventory reports for the State's Annual Financial Report, and to Risk Management, Emergency Services, the Legislature, and other interested parties.

State Surplus Property Disposal

Coordinate statewide reutilization efforts to locate and transfer available excess property items to State agencies.

- Direct agency property trade-in requests, disposals and destruction of State owned personal property.
- Store, display, and market excess property items.
- Conduct cost effective public sales of excess and obsolete personal property generating an optimum return of revenue to the State.
- Collect and deposit sale revenues, and disperse proceeds to appropriate state accounts.

Federal Surplus Property Program (FSPP)

Acquire, warehouse, allocate, and distribute donated surplus property to eligible program participants.

- Reissue usable surplus property by direct transfers within rural areas of Alaska.
- Assess and collect service fees sufficient to fully cover the cost of operations.
- Execute and administer agreements pursuant to eligibility, acquisition and utilization of property as required by federal law and the State Plan of Operation.

Market benefits of available assistance to prospective client organizations to achieve increased statewide participation.

Train and assist participants to locate and obtain available property.

Component Goals and Strategies

IMPROVE OPERATION EFFICIENCY, CUSTOMER SERVICE, AND COST EFFECTIVENESS

Minimize expenses by reducing paper dependency, streamlining procedures, and eliminating redundancy;

- Ensure the attendance of our FSPP officer at the General Service Administration's (GSA) Expo assisting with workshops promoting donations to the federal agencies which will result in greater allocations of surplus property to this component;
- Increase the number of state inventory field audits;
- Deploy newly developed automated online state inventory and property control system;
- Provide cross and skill enhancement training to maximize staff productivity;

- Improve storage capacity and protection of surplus and donated assets by improvements to the state and federal warehouses and storage yard;
- Capture greater revenue through increased sales.

Key Component Issues for FY2002 – 2003

- Completion of the development and deployment stages of a new state inventory and property control system which will more adequately meet the control needs of agencies, property officers, and financial reporting requirements.
- Completion of facility enhancement and storage projects: Phase II paving and connex roof shelters.
- Continued support in assisting GSA with the promoting of Federal donations to state agencies.
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Major Component Accomplishments in 2001

- Increased surplus storage capacity by at least 15%.
- Re-issued over \$2.25 million in state surplus property among departments.
- Received more than \$500 thousand in trade-in credits for state surplus.
- Sold over 10,000 state surplus items with an original acquisition value exceeding \$18 million.
- Distributed approximately \$8.9 million in federally donated assets. State revenue from federal surplus surcharges reached approximately \$404.0.
- Set in motion the facility enhancement and property storage initiatives - one half of lot paved and one connex roof erected.

Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 37.05.500	Special Funds
AS 44.21.020 (1), (4)	Duties of Department
AS 44.68.110	Disposition of Surplus State Property
AS 44.68.120-140	Acquisition of Federal Surplus Property
2 AAC 12	Procurement
2 AAC 20	Sale of Surplus Property

Property Management

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	438.9	443.2	508.7
72000 Travel	13.9	13.3	13.3
73000 Contractual	283.7	340.1	287.1
74000 Supplies	16.9	18.9	18.9
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	753.4	815.5	828.0
Funding Sources:			
1004 General Fund Receipts	38.2	42.3	43.1
1005 General Fund/Program Receipts	365.2	369.4	375.4
1033 Surplus Property Revolving Fund	344.3	403.8	409.5
1053 Investment Loss Trust Fund	5.7	0.0	0.0
Funding Totals	753.4	815.5	828.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Surplus Property Revolving Fund	51085	423.9	403.8	403.8	0.0	409.5
Unrestricted Total		423.9	403.8	403.8	0.0	409.5
Restricted Revenues						
General Fund Program Receipts	51060	365.2	369.4	369.4	375.4	375.4
Investment Loss Trust Fund	51393	5.7	0.0	0.0	0.0	0.0
Restricted Total		370.9	369.4	369.4	375.4	375.4
Total Estimated Revenues		794.8	773.2	773.2	375.4	784.9

Property Management
Proposed Changes in Levels of Service for FY2003

None.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	411.7	403.8	0.0	815.5
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	6.8	5.7	0.0	12.5
FY2003 Governor	418.5	409.5	0.0	828.0

Property Management

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	8	8	Annual Salaries	366,498
Part-time	0	0	COLA	10,614
Nonpermanent	0	0	Premium Pay	1,093
			Annual Benefits	144,909
			<i>Less 2.76% Vacancy Factor</i>	(14,414)
			Lump Sum Premium Pay	0
Totals	8	8	Total Personal Services	508,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	1	0	0	0	1
Procurement Spec II	2	0	0	0	2
Procurement Spec IV	1	0	0	0	1
Stock & Parts Svcs Journey II	0	0	1	0	1
Stock & Parts Svcs Sub Journey	3	0	0	0	3
Totals	7	0	1	0	8